

**ACCUPLACER®**  
Revealing Potential. Expanding Opportunity.

# ***ACCUPLACER***

## ***Training***

**Indiana Department  
of Education**

**January/February 2014**

# ***Training Agenda***

- **IDOE Program Overview**
- **ACCUPLACER System Overview**
  - Creating and editing users
  - Pre-registration process
  - Test administration
- **Reports**
- **Interpreting Test Results**
- **Questions**



## ***Indiana Department of Education Program Overview***

- Goals of the program
- Which students qualify for this program
- Requesting tests
- How this program differs from other ACCUPLACER testing in Indiana schools
- Providing remediation
- Timeline for each grade level

# ***P.L. 268 - 2013***

- College- and Career-Readiness Exam is required for students who meet criteria
- ACCUPLACER Diagnostics – selected exam
  - **Diagnostic assessments differ from the Placement assessments used for dual enrollment purposes**
- Cost covered by the state for:
  - **Public Schools, state accredited nonpublic schools, freeway schools, nonpublic schools accredited by other entities recognized by the State Board of Education, Choice Schools (*does not include charter schools*)**
  - **Students who meet criteria outlined in chart**

# *Qualification Criteria*

- PSAT Sections included:
  - Critical Reasoning and Mathematics
  - Score: below 46 Juniors and Seniors
  - Score: below 42 Sophomores
- ECA scores noted in the chart (Algebra I, English 10)
- Students are required to take the ACCUPLACER Diagnostic assessment in the subject area(s) in which they have not met the criteria on the PSAT or the ECA.

# ***ACCUPLACER Diagnostic Participation Qualification Criteria (2013-2014)***

Students	PSAT Performance		ECA* Performance	ACCUPLACER Diagnostics Participation	ACCUPLACER Diagnostics Participation EXEMPTION**
Current Seniors (2013-14 only)	Score < 46	OR	Score Did Not Pass 3 times	Local Decision with input from parent & student	<u>ELA Exemption:</u> <ul style="list-style-type: none"> <li>SAT Writing/Reading Score <math>\geq 460</math></li> <li>ACT Reading Score <math>\geq 18</math></li> <li>ACT English Score <math>\geq 17</math></li> <li>ACCUPLACER Placement Score: Reading <math>\geq 76</math></li> </ul> <u>Math Exemption:</u> <ul style="list-style-type: none"> <li>SAT Math Score <math>\geq 460</math></li> <li>ACT Math Score <math>\geq 18</math></li> <li>ACCUPLACER Placement Score: Elementary Algebra <math>\geq 74</math></li> </ul>
Current Juniors	Score < 46	OR	Score Did Not Pass 2 times	Yes	
Current Sophomores	Score < 42***	OR	Score Did Not Pass 1 time	Yes****	Not Applicable
Non-Diploma Track Students	Not Applicable			No	Not Applicable

## ***ACCUPLACER Diagnostic Participation Qualification Criteria (2013-2014)***

\*Algebra I or English 10

\*\*Current juniors and seniors who have met the identified SAT, ACT, or ACCUPLACER Placement Scores are *not required* to take the ACCUPLACER Diagnostics

\*\*\*PSAT scores less than 46 do not meet eligibility criteria to enroll in credit-bearing courses at Ivy Tech Community College unless there is a qualifying score on the PSAT, SAT, ACT or ACCUPLACER in 11<sup>th</sup> or 12<sup>th</sup> grade or if the student achieves a qualifying score on ACCUPLACER for enrollment at Ivy Tech.

\*\*\*\*The intent of P.L. 268-2013 is to inform student remediation needs and to provide time for intervention to take place. Juniors that meet the criteria identified are **required** to participate in ACCUPLACER Diagnostics. As early identification is paramount, sophomores are included in the guidance during this pilot year.



## Grade 11, 12 Samples: for each content area

Student	PSAT Performance	ECA Performance	ACCUPLACER Diagnostics Participation	ACCUPLACER Diagnostics Participation EXEMPTION
#1	Score <u>below</u> 46	Did Not Pass	Yes	SAT Writing/Reading Score $\geq 460$ SAT Math Score $\geq 460$ ACT English Score $\geq 17$ ACT Reading Score $\geq 18$ ACT Math Score $\geq 18$ ACCUPLACER Placement Scores Reading $\geq 76$ Elementary Algebra $\geq 74$
#2	Score <u>below</u> 46	Pass	Yes	
#3	Score <u>46 or above</u>	Did Not Pass	Yes	
#4	Score <u>46 or above</u>	Pass	No	Not applicable



# ***Testing Window and Local Details***

- Statewide testing window:

**January 27 – March 28, 2014**

- Local testing window determined by each school
- School corporations to submit information to [accuplacer@doe.in.gov](mailto:accuplacer@doe.in.gov) 2-3 weeks prior to opening of school test window:
  - 1) number of identified students;
  - 2) number of assigned tests by grade level; and
  - 3) school test window dates



# ***Remediation***

- Remediation activities/duration will be locally determined.
- MyFoundationsLab is recommended for use with the ACCUPLACER but is NOT required.
- Successful strategies for remediation and intervention will be shared with corporations following training.
- Under P.L. 268-2013, the state is not required to pay for remediation. However, there are funds available for remediation per [IC 20-32-8](#).
- Remediation has already been required for students who do not pass ISTEP or the Algebra I or English 10 ECAs per [IC 20-32-8](#); [IC 20-32-5-10](#); and [IC 20-32-4-4](#).

## ***Recommended Timeline: 10<sup>th</sup> grade students***

<b>Recommended Plan: 10<sup>th</sup> grade students (Class of 2016)</b>	<b>Action</b>	<b>Timeframe</b>
<b>10<sup>th</sup> Grade</b>	Initial Diagnostic Testing	Winter 2014
<b>11<sup>th</sup> Grade</b>	Intervention Begins	Fall 2014 – Spring 2015
<b>11<sup>th</sup> Grade</b>	Follow-up Diagnostic Testing	Winter 2015
<b>12<sup>th</sup> Grade</b>	Intervention continues for select cohort	Fall 2015 – Spring 2016
<b>12<sup>th</sup> Grade</b>	ACCUPLACER Placement Testing	Winter/Spring 2016

## ***Recommended Timeline: 11<sup>th</sup> grade students***

<b>Recommended Plan: 11<sup>th</sup> Grade Students (Class of 2015)</b>	<b>Action</b>	<b>Timeframe</b>
<b>11<sup>th</sup> Grade</b>	ACCUPLACER Diagnostic Testing	Winter 2014
<b>12<sup>th</sup> Grade</b>	Intervention Begins	Fall 2014 – Spring 2015
<b>12<sup>th</sup> Grade</b>	ACCUPLACER Placement Testing	Winter/Spring 2015

## ***Recommended Timeline: 12<sup>th</sup> grade students***

<b>Recommended Plan: 12<sup>th</sup> Grade Students (Class of 2014)</b>	<b>Action</b>	<b>Timeframe</b>
<b>12<sup>th</sup> Grade</b>	ACCUPLACER Diagnostic Testing	Winter 2014
<b>12<sup>th</sup> Grade</b>	Intervention	February – April 2014
<b>12<sup>th</sup> Grade</b>	ACCUPLACER Placement Testing	May 2014

# Updates

## IDOE Contacts:

- *Amanda Culhan*     [aculhan@doe.in.gov](mailto:aculhan@doe.in.gov)
- *Leslie Fatum*     [lfatum@doe.in.gov](mailto:lfatum@doe.in.gov)
- *Adam Mastrucci*     [amastrucci@doe.in.gov](mailto:amastrucci@doe.in.gov)

New information and updates will be posted on the web:

<http://www.doe.in.gov/achievement/ccr>



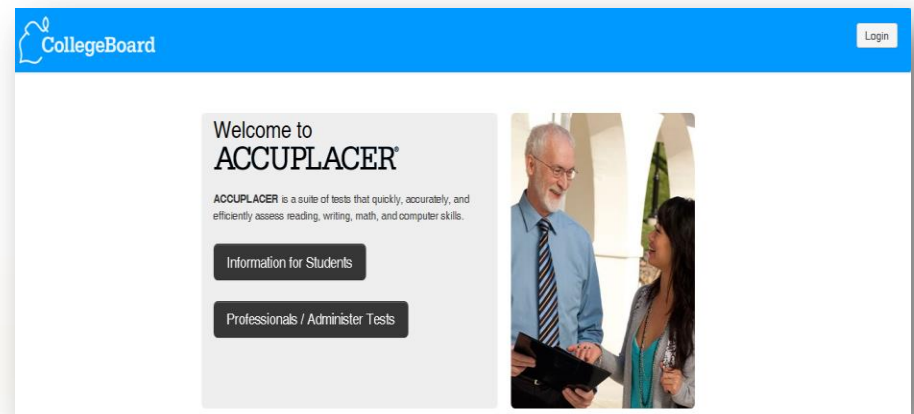


## ***ACCUPLACER Overview***



# ***ACCUPLACER Platform***

- Diagnostic and placement assessments
- Computer-adaptive testing format
- Internet-based, on-demand testing
- Reliable and valid



# ***Key Definitions***

## **Placement Tests**

Used to determine whether a student has skill sets necessary to achieve success in college level courses, and if remediation is needed.

## **Diagnostic Tests**

Used to “drill down” to determine student strengths and areas of need in reading, writing, and mathematics content areas.  
Provides the high school with a detailed assessment of student skills.

## **Strands/Domains**

Each Diagnostic test assesses student skills in five domains/strands of each discipline (Reading, Arithmetic, Elementary Algebra).

# ACCUPLACER Tests

## Placement Tests

- Reading Comprehension (20)
- Sentence Skills (20)
- Arithmetic (17)
- Elementary Algebra (12)
- College Level Math (20)

- WritePlacer Plus
- Computer Skills Placement
- “Local” Tests

## ESL Suite

- Reading Skills
- Sentence Meaning
- Language Usage
- Listening
- WritePlacer ESL

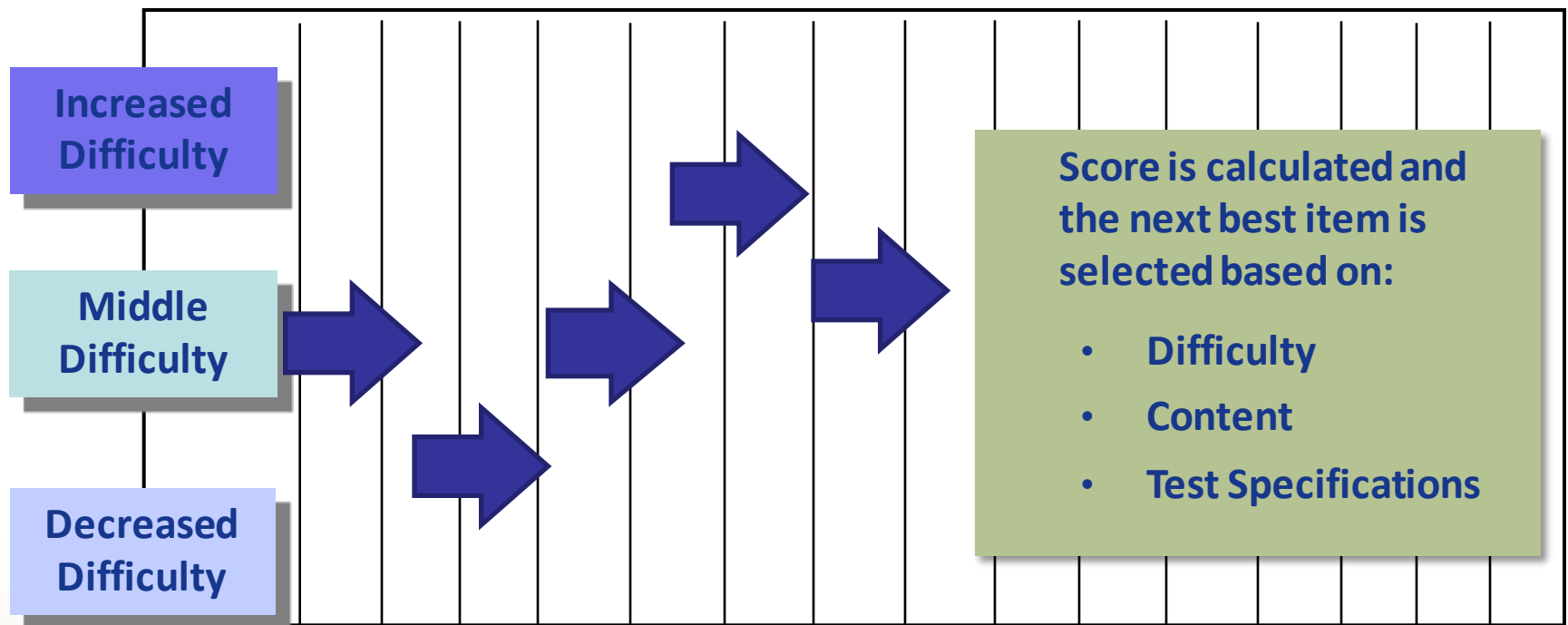
## Diagnostic Tests

- Reading Comprehension (40)
- Sentence Skills\* (40)
- Arithmetic (40)
- Elementary Algebra (40)

*\*Sentence Skills will not be used for this program.*

# Computer-Adaptive Testing

## Sample Pattern of Student Responses



# Review Options for Students

## ACCUPLACER®

ACCUPLACER is a suite of tests that quickly, accurately and efficiently assesses reading, writing, math and computer skills.



### Student

**ACCUPLACER®** is a suite of computerized tests that determines your knowledge in math, reading and writing as you prepare to enroll in college-level courses. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisors and counselors to place you into a college course that meets your skill level.

[Visit student site >](#)

### Professional

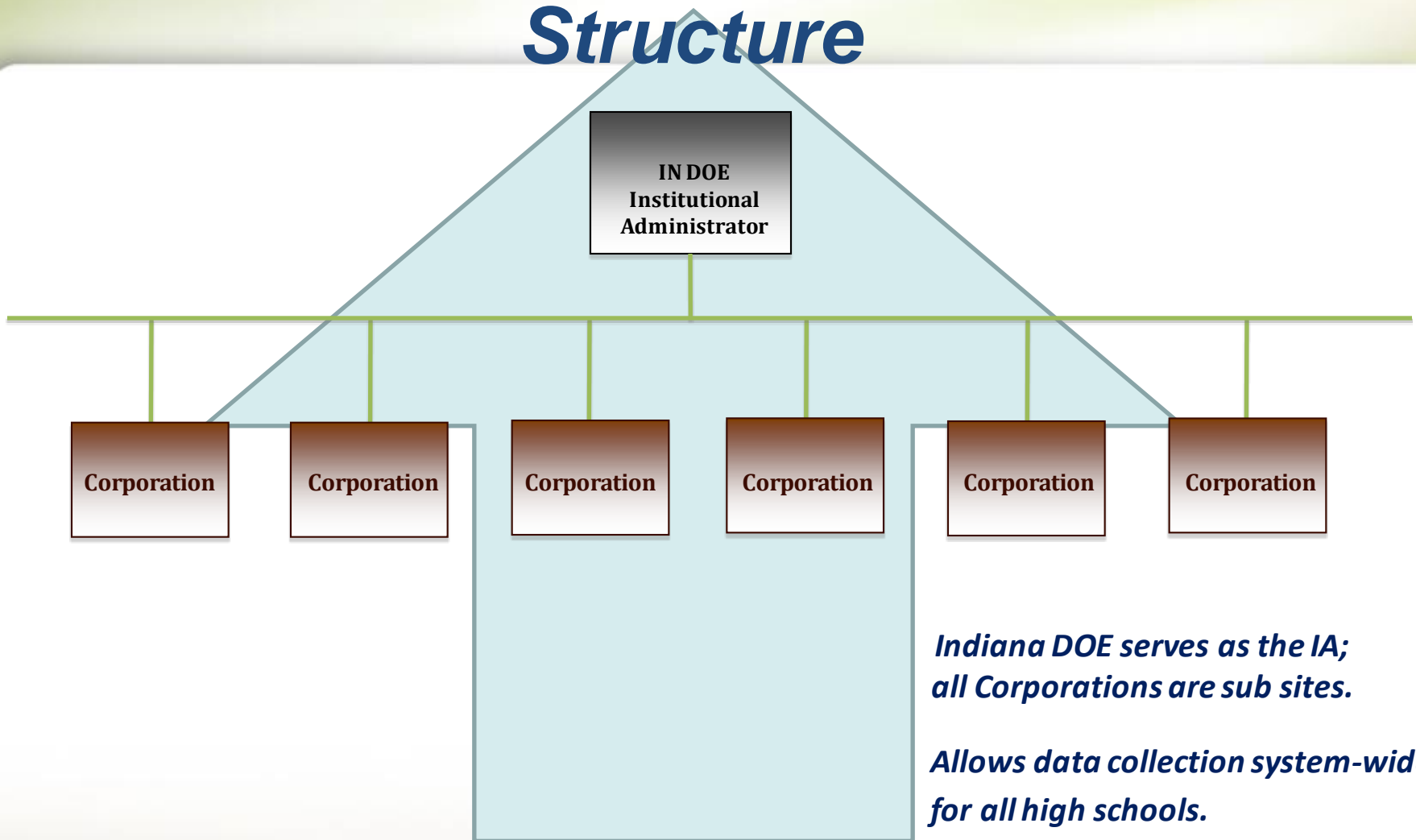
Used by over 1,300 institutions, **ACCUPLACER®** is a computer-adaptive diagnostic, placement and online intervention system that is used to assess student academic skills in reading, writing and mathematics. Teachers and counselors can use the results of these assessments to determine students' strengths and weaknesses and provide early academic intervention.

[Visit professional site >](#)



## ***Creating Users***

# ACCUPLACER System-Wide Structure



*Corporations can add a background  
question to separate individual  
high school data.*



# *Four Permission Levels*

- ***Institutional Administrator*** - Indiana DOE
- ***Site Managers*** - CTCs create Site Manager credentials for STCs at each high school
- ***Proctor*** - STCs create Proctor credentials for additional staff at their high school
- ***Reporter*** –HS Principals, Counselors, Teachers



# *Site Manager Responsibilities – CTCs and STCs*

*Manages all aspects of individual corporation ACCUPLACER site, including:*

- Create additional users: Site Managers, Proctors, and Reporters
- Add additional demographic background questions (optional)
- Add custom messages for student score report and online local student instructions (optional)
- Complete pre-registration template if using voucher system (optional)
- Work with IT staff to run system check on computers
- Schedule test administration day – make-up days
- Determine how information will be shared with students, parents
- Run reports after testing
- Ensure intervention strategies planned for students utilizing diagnostic results

# ***STCs – Proctor Responsibilities***

## ***Manages all aspects of test administration, including:***

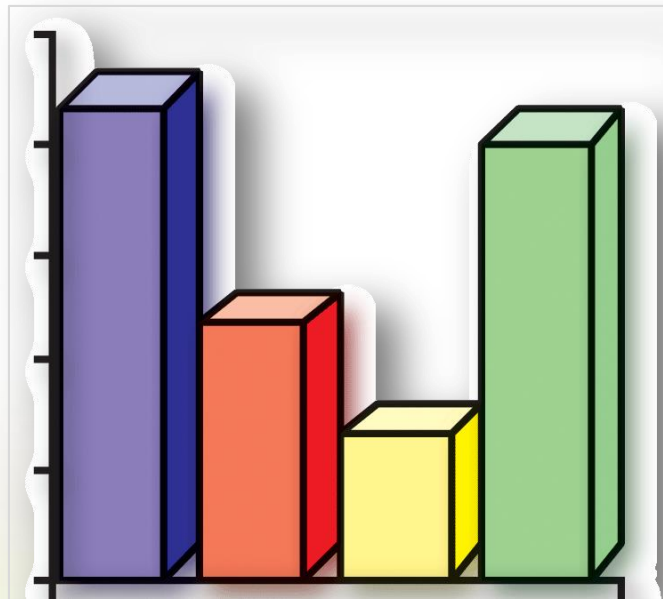
- Assist with scheduling test administration days
- Assist with setting up pre-registration system (optional)
- Make sure system check has been run on all computers
- Administer diagnostics assessments



# Reporter Role

## *Manages data at local testing site*

- Analyze data to assist with remediation planning
- Run Diagnostic Score Roster Report to identify needed remediation for students
- Run Individual Score Reports to share with students and parents



# Login Credentials

***All users receive an email from NO REPLY.***

- Email includes user name and temporary password
- Log in with temporary password, answer security questions and change password
- Site Manager creates all other users

From: NoReply@accuplacer.info  
To: Montognese, Katie  
Cc:  
Subject: Welcome to ACCUPLACER - New User Credentials-ACCUPLACER

Sent: Sun 2/3/2013 1

An ACCUPLACER administrator for your institution has set you up as a user on the ACCUPLACER platform. To access the ACCUPLACER, go to [www.accuplacer.org](http://www.accuplacer.org) and use the login credentials provided below:

Username: INDOEProctor

Password: F2P2f27C6

Please login to the application using your temporary password. After you have successfully logged into the platform you will be provided with instructions and the opportunity to change your password to something that will be easier to remember.

For more information about the ACCUPLACER platform, we encourage you to refer to the ACCUPLACER Training Demonstrations

If you have any questions please contact us at [info@accuplacer.org](mailto:info@accuplacer.org) or 866-607-5223. Our hours of operations are Monday through Friday, 7 AM to 9 PM Eastern Time and on Saturdays from 8 AM to 5 PM Eastern Time.

Thank you,  
ACCUPLACER Technical Support

# ***Hands-on Activity: Create a New User***

**1. CTCs log on to your site with login credentials you received before the training and create one Site Manager and one Proctor:**

- Click on Users Tab
- Click on Add a New User
- Choose User Type and complete info

**2. Edit a User - Extend the active time of a user:**

- Click on Users Tab
- Click on Create and Edit Users
- Click on Search and Edit Users
- Choose User Type
- Scroll to bottom and extend the 'Active To Date'



## ***How to Pre-register Students***



# ***ACCUPLACER Pre-registration***

- The ACCUPLACER platform supports pre-registration of students participating in ACCUPLACER.
- If more than 25 students will test at one time, pre-registration is recommended.
- The Site Manager and/or Proctors can pre-register students.
  - The system allows students to supplement or edit their own profile information when they login to take the test.

***Pre-registration saves time on testing day and improves the accuracy of student data.***

# Two-Step Process

1. **Pre-register Students:** Populate a pre-made template with student data and import into ACCUPLACER system
2. **Create Vouchers:** Print vouchers (one per student) for students to use when logging on to begin an ACCUPLACER test session

File Home Insert Template (Read-Only) Compatibility Mode

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Student Id	First Name	Middle Name	Last Name	DOB-Month	DOB-Day	DOB-Year	Address 1	Address 2	City	State/Province	Zip/Post	Country	Email Address	Gender	Self Description	Home Phone Number	Mobile Phone	
2																			
3																American Indian or Alaska Native			
4																Asian, Asian American or Pacific Islander			
5																Black or African American			
6																Hispanic or Mexican American			
7																Native Hawaiian or Other Pacific Islander			
8																Other Hispanic, Latino, or Latin American			
9																White			
10																Other			
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25																			

**ACCUPLACER Test Voucher**

**Voucher:** 6H35Y11L

**Student ID:** 445111

**First Name:** Albert

**Last Name:** Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at [www.collegeboard.com/student/testing/accuplacer/](http://www.collegeboard.com/student/testing/accuplacer/).

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

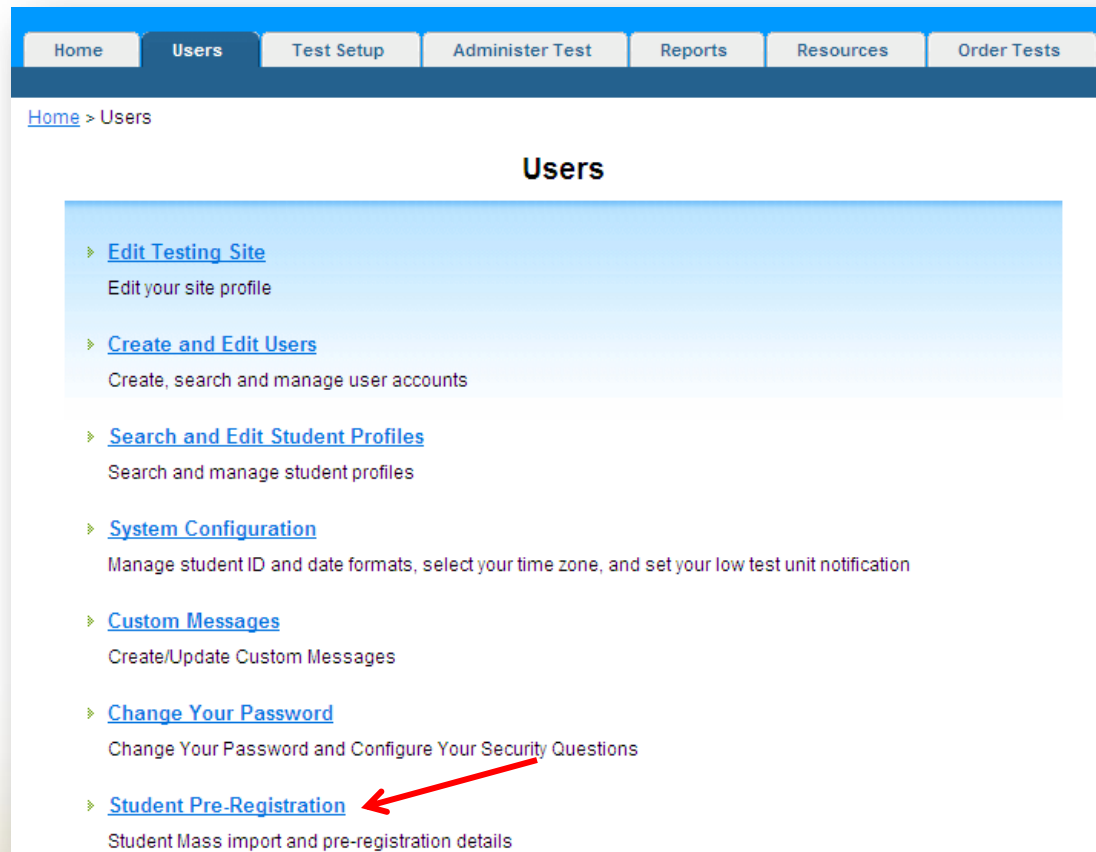
*This voucher expires thirty (30) days from the date of issuance.*

Message from the Institution

You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

# Step 1: Pre-registering Students

From the Users tab, select Student Pre-Registration.

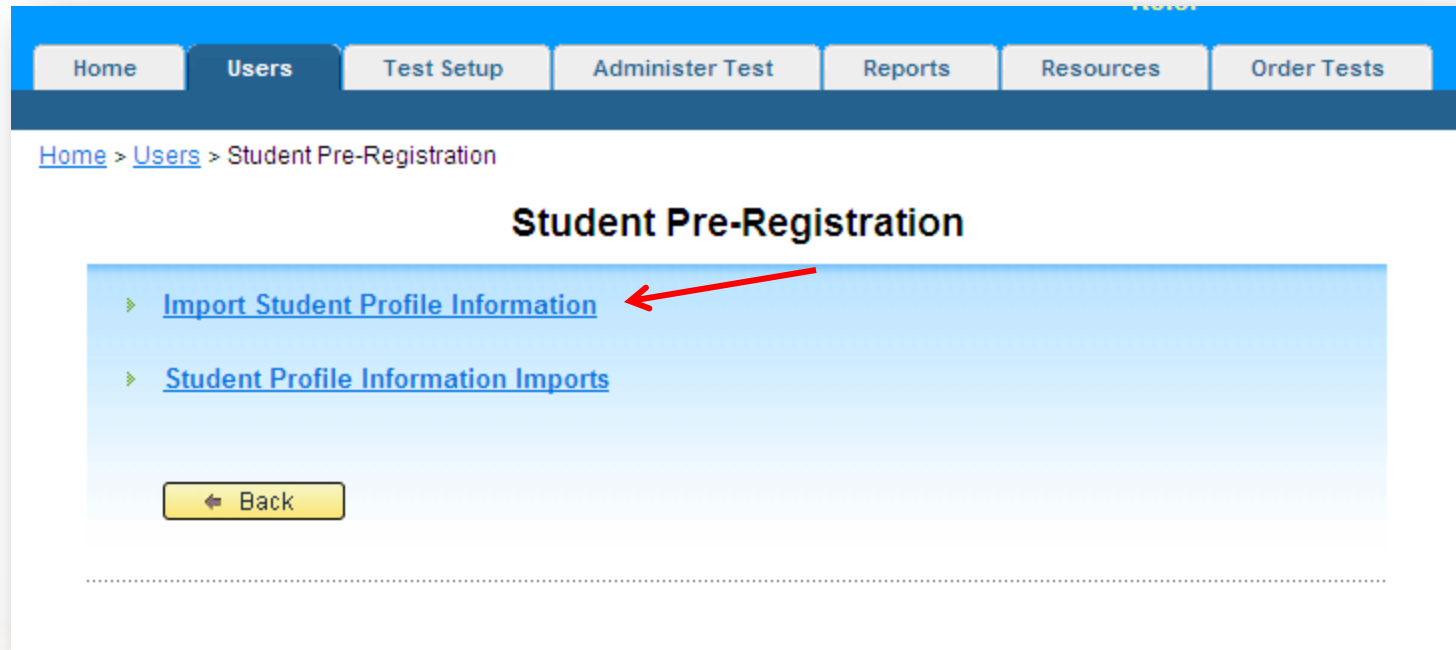


The screenshot shows a web application interface with a top navigation bar containing tabs: Home, Users, Test Setup, Administer Test, Reports, Resources, and Order Tests. The 'Users' tab is selected. Below the navigation bar, there is a breadcrumb trail 'Home > Users' and a section header 'Users'. A list of options is displayed, each with a blue arrow icon and a description:

- ▶ [Edit Testing Site](#)  
Edit your site profile
- ▶ [Create and Edit Users](#)  
Create, search and manage user accounts
- ▶ [Search and Edit Student Profiles](#)  
Search and manage student profiles
- ▶ [System Configuration](#)  
Manage student ID and date formats, select your time zone, and set your low test unit notification
- ▶ [Custom Messages](#)  
Create/Update Custom Messages
- ▶ [Change Your Password](#)  
Change Your Password and Configure Your Security Questions
- ▶ [Student Pre-Registration](#) ← (indicated by a red arrow)  
Student Mass import and pre-registration details

# *Import Student Data – Using the Template*

Select Import Student Profile Information.



# Retrieve the Template

Select Student Pre-registration Template.

Home > Users > Student Pre-Registration > Import Student Profile Information

## Import Student Profile Information

◀ Back Submit Cancel

Select Browse and choose a file to batch import Student Profile Information. The file format MUST match the [Student Preregistration Template](#) and will only accept the following file formats: "\*.xls", "\*.xlsx" and "\*.csv". Please refer to the [Student Preregistration Guidelines](#) for detailed information.

\* Indicates required fields

\* Does your file include a header row? ☐ Yes ☒ No

\* Import File  Browse...

◀ Back Submit Cancel

# Populate the Template

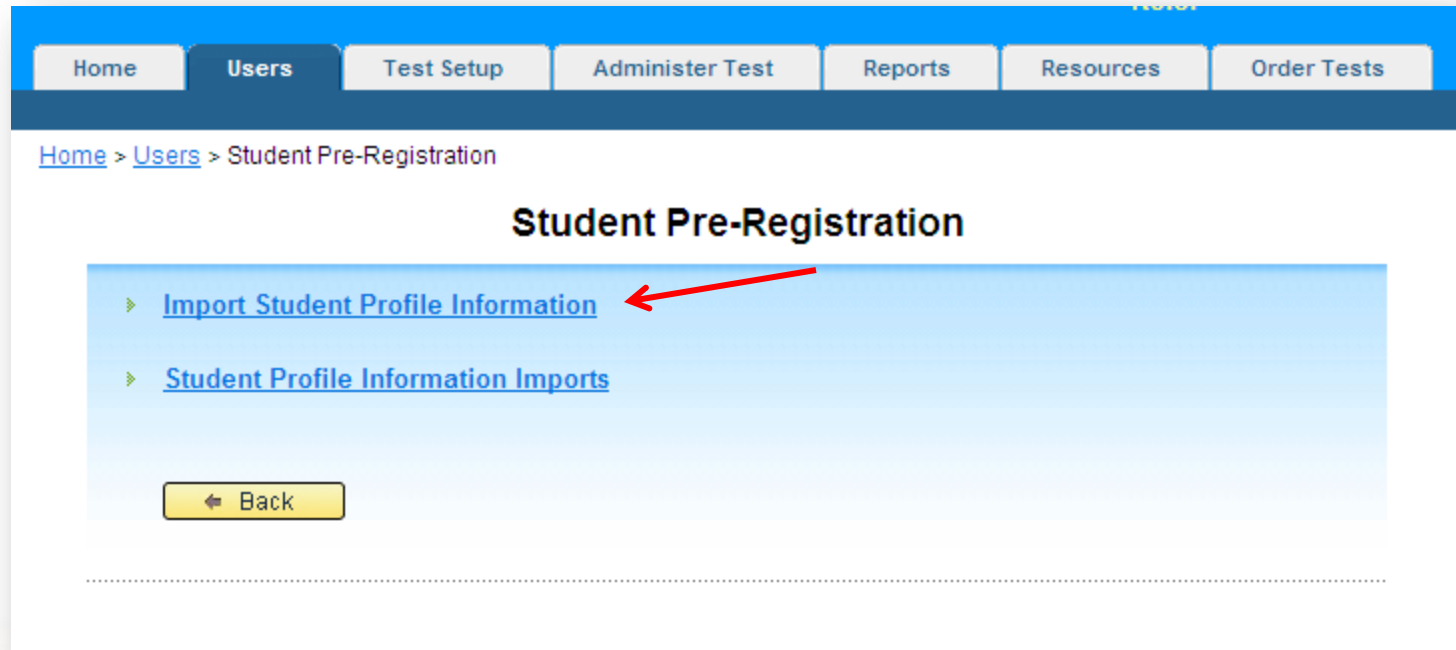
Mass\_Upload\_Template [Read-Only] [Compatibility Mode]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Student Id	First Name	Middle Name	Last Name	DOB-Month	DOB-Day	DOB-Year	Address 1	Address 2	City	State/ Province	If other Specify	Zip/Post al Code	Country	Email Address	Gender	Self Description	Home Phone Number	Mobile Phone
2																			
3																			
4																			
5																			
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- This spreadsheet contains all of the fields on the Student Information screen.
- Complete this spreadsheet with your student information.
  - Any entry on this spreadsheet will appear on the Student Information screen when a student begins testing.
- The student can edit these fields at the beginning of testing except:
  - Student ID, First Name, Last Name, DOB-Month, DOB-Day and DOB-Year.

# *Import Template into ACCUPLACER System*

Click on the **Users** tab, and select [Import Student Profile Information](#).



# Browse for the Template

Indicate if your file includes header rows, then click **Browse** to find the import file (template) that you created and select it. The file name will appear in the **Import File** field. Click **Submit**.

Home > Users > Student Pre-Registration > Import Student Profile Information

## Import Student Profile Information

← Back Submit Cancel

Select Browse and choose a file to batch import Student Profile Information. The file format MUST match the [Student Preregistration Template](#) and will only accept the following file formats: \*.xls, \*.xlsx and \*.csv. Please refer to the [Student Preregistration Guidelines](#) for detailed information.

\* Indicates required fields

\* Does your file include a header row? ☐ Yes ☒ No

\* Import File  Browse...

← Back Submit Cancel



# Import the File

Once all errors are corrected, click **Import Students**.

### Edit Student Profile Information

← BackDeleteSave/RefreshImport StudentsCancel

Total Records Imported: 19  
Total Valid Records: 19  
The Student records are valid, please click on Import Students to initiate the import process

See the status of the import below. Any errors indicated in the detailed list of errors must be corrected before the student profile information can be imported. After correcting errors, use the Save/Refresh button to confirm all data fields are valid. Use Save/Refresh to save edits and import later

\* Indicates required fields

	Row No	*Student ID	*First Name	Middle Name	*Last Name	*DOB Month
<input type="checkbox"/>	1	445111	Albert	F	Adams	Jan
<input type="checkbox"/>	2	445122	Philip	A	Brown	May
<input type="checkbox"/>	3	445123	Anne	D	Phillips	May
<input type="checkbox"/>	4	445129	Sue	B	Peterson	Jun
<input type="checkbox"/>	5	445126	William	C	Johnson	Aug
<input type="checkbox"/>	6	445127	Jordan	Y	Wilson	Mar

← BackDeleteSave/RefreshImport StudentsCancel

# Verify the Imported File Status

When you click Student Profile Information Imports, the imported file will be listed.

### Student Pre-Registration

- Import Student Profile Information
- Student Profile Information Imports**

Back

### Student Profile Information Imports

Back Refresh Cancel

**i** Select Edit/Import to view details of the import file and make any necessary edits to the Student Profile information.  
After you have confirmed and saved your edits you must upload the file to pre-register the list of students.  
Imported files expire from this list after 30 days.  
Click on the Refresh button to update the file status.

1 to 1 out of 1 items < Previous | Page: 1 | Next >

Imported Date	File Name	No of Students	Status	Action
08-Jun-2011 12:05:00	Import file.xls	19	Imported	<a href="#">Delete</a>   <a href="#">Export</a>

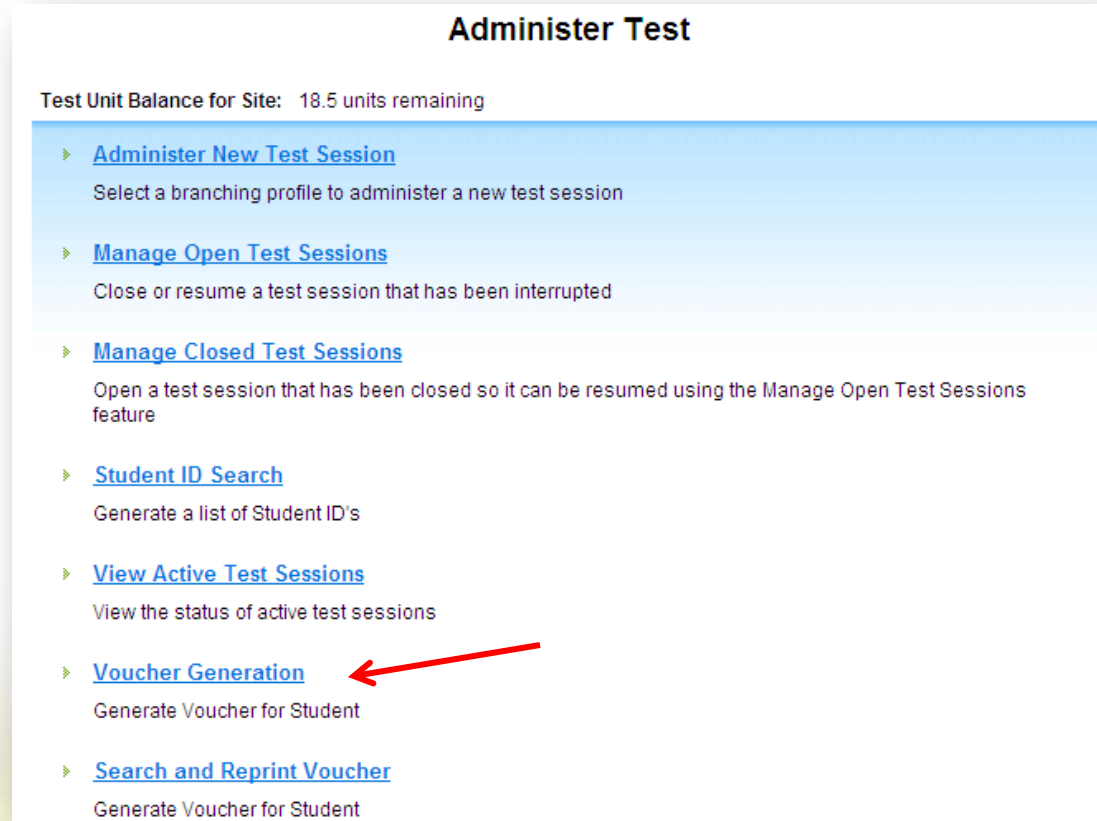
1 to 1 out of 1 items < Previous | Page: 1 | Next >

Back Refresh Cancel

## Step 2: Create Voucher for each Student


Site Managers and Proctors can generate test vouchers.

To generate a test voucher, click on the **Administer Test** tab from the home page, then select Voucher Generation.



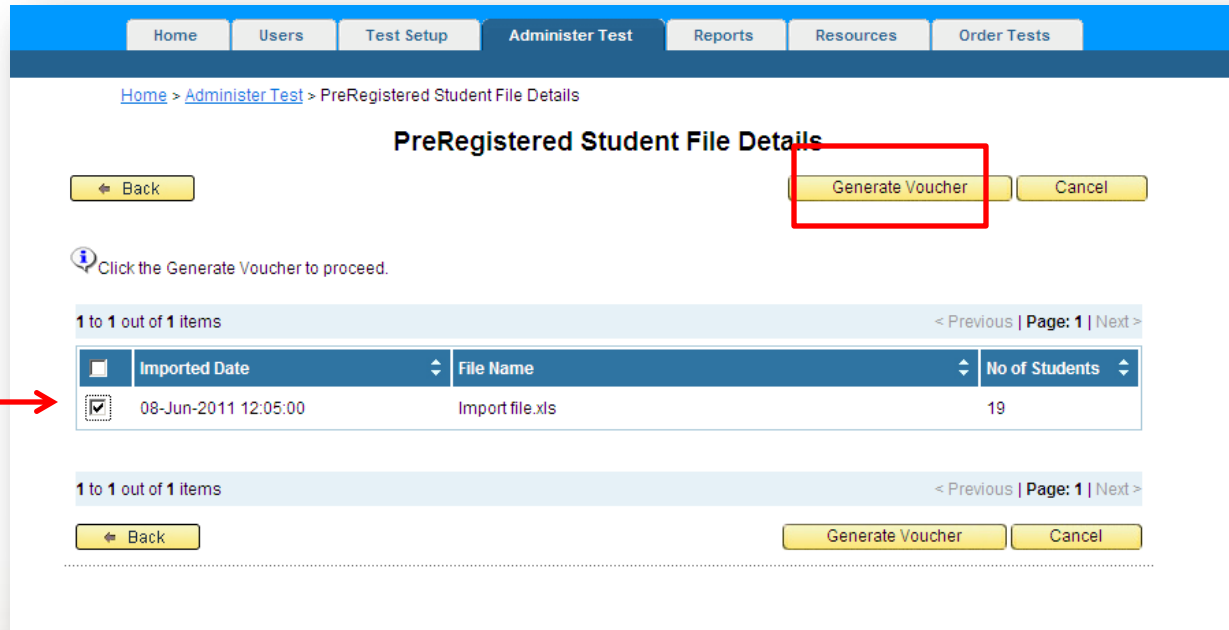
**Administer Test**

Test Unit Balance for Site: 18.5 units remaining

- ▶ [Administer New Test Session](#)  
Select a branching profile to administer a new test session
- ▶ [Manage Open Test Sessions](#)  
Close or resume a test session that has been interrupted
- ▶ [Manage Closed Test Sessions](#)  
Open a test session that has been closed so it can be resumed using the Manage Open Test Sessions feature
- ▶ [Student ID Search](#)  
Generate a list of Student ID's
- ▶ [View Active Test Sessions](#)  
View the status of active test sessions
- ▶ [Voucher Generation](#) ←   
Generate Voucher for Student
- ▶ [Search and Reprint Voucher](#)  
Generate Voucher for Student

# Voucher Generation: Select the File

To select the imported file you want to use, place a check mark in the box next to the file and click **Generate Voucher**.




Home Users Test Setup **Administer Test** Reports Resources Order Tests


[Home](#) > [Administer Test](#) > PreRegistered Student File Details

### PreRegistered Student File Details

[← Back](#) [Generate Voucher](#) [Cancel](#)

 Click the Generate Voucher to proceed.

1 to 1 out of 1 items < Previous | Page: 1 | Next >

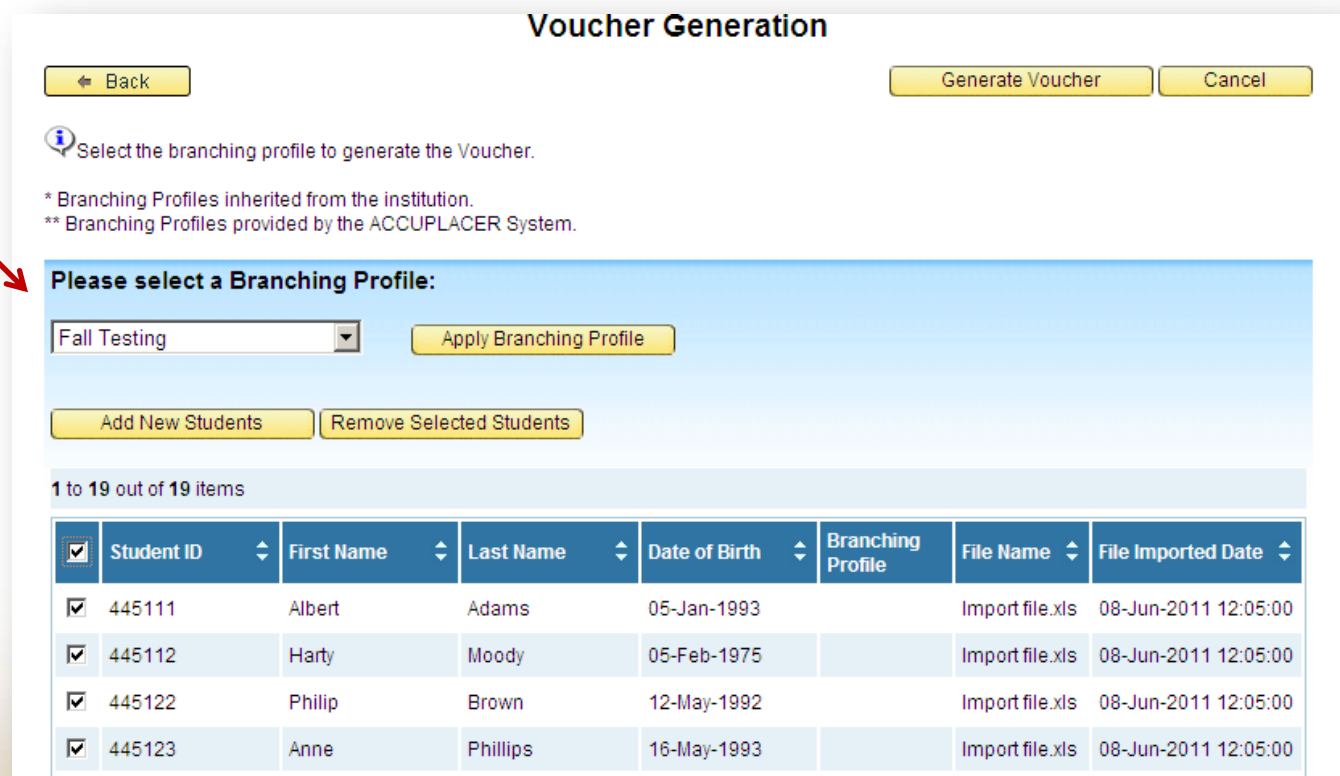
	Imported Date	File Name	No of Students
<input checked="" type="checkbox"/>	08-Jun-2011 12:05:00	Import file.xls	19

1 to 1 out of 1 items < Previous | Page: 1 | Next >

[← Back](#) [Generate Voucher](#) [Cancel](#)


# Voucher Generation: Assign Branching Profile

A list of all students from the import file is shown. In order to generate a voucher, each student must be assigned a Branching Profile.\*



**Voucher Generation**

← Back Generate Voucher Cancel

 Select the branching profile to generate the Voucher.

\* Branching Profiles inherited from the institution.  
\*\* Branching Profiles provided by the ACCUPLACER System.

**Please select a Branching Profile:**

Fall Testing Apply Branching Profile

Add New Students Remove Selected Students

1 to 19 out of 19 items

<input checked="" type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input checked="" type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00

***\*A Branching Profile is the set of tests to be administered.***

# ***Tips for Choosing a Branching Profile***


- From the **Please select a Branching Profile** dropdown menu, select the branching profile you want students to use and click **Apply Branching Profile**.
- If you want all students to use the same branching profile, check the box on the **dark blue line**.
- If you want to use different branching profiles for students, check the box next to a student's name and select the branching profile for the particular student to use.

# Voucher Generation: Printing the Vouchers

Place a check mark next to the name of each student who needs a voucher, then click **Generate Voucher**. The vouchers will appear on the next screen.

**Voucher Generation**

[← Back](#) [Generate Voucher](#) [Cancel](#)

 Select the branching profile to generate the Voucher.

\* Branching Profiles inherited from the institution.  
\*\* Branching Profiles provided by the ACCUPLACER System.

**Please select a Branching Profile:**


- Select One - [Apply Branching Profile](#)

[Add New Students](#) [Remove Selected Students](#)

1 to 20 out of 20 items

<input checked="" type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445126	William	Johnson	30-Aug-1999		Import file.xls	08-Jun-2011 12:05:00

# Sample Voucher: Add a Custom Message

**ACCUPLACER Test Voucher**

**Voucher:** 6H35Y11L

**Student ID:** 445111

**First Name:** Albert

**Last Name:** Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at [www.collegeboard.com/student/testing/accuplacer/](http://www.collegeboard.com/student/testing/accuplacer/).

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

*This voucher expires thirty (30) days from the date of issuance.*

Message from the Institution

You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

To add a custom message to the voucher, click on the **Users** tab and select Custom Messages.

Your message will appear in the *Message from the Institution* area of the voucher.





***ACCUPLACER***  
***Test Administration***

# Test Administration Questions

## 1. How do I check the ACCUPLACER computer requirements?

- Go to [www.accuplacer.org](http://www.accuplacer.org)
- Click on Professional/Administer Test
- Click on Systems Requirements button
- Receive immediate report
- **Check all computers prior to test administration day**

**System Requirements**

← Back Report a problem

The following information shows if this workstation meets the minimum system requirements necessary to run ACCUPLACER.

**Minimum Requirements**

Features	Recommended	You Have	Pass/Fail	Upgrade
Browser type and versions	PC: Internet Explorer 7.0+ Firefox 1.5+ MAC: Safari 1.1+	Internet Explorer 7.0	Pass	Not required
Platform (Operating system)	Windows XP Mac OS X v10.4	Windows XP	Pass	Not required
Adobe Flash	Adobe Flash 10.0+	Adobe Flash WIN 11.0.1.152	Pass	Not required
Adobe Acrobat	Adobe Acrobat Reader 6.0+	Adobe Acrobat Reader 10.1	Pass	Not required
Pop-up blockers	Pop-ups are not blocked	Pop-ups are not blocked	Pass	Not required
Screen Resolution	1024 x 768	1280 x 800	Pass	Not required
Java Runtime Environment	JRE 1.5.0+	JRE 1.6.0.24	Pass	Not required

Sound card and headphones with in-line volume control are required if ESL Listening tests are to be used.

**Extended Information**

Features	You Have
Screen Size	1280 x 800
Browser Size	1280 x 620
Connection Type	T1 or greater connection
Connection Speed	1000 Mbps (Gigabit)

# ***Test Administration Questions, continued....***

## ***2. How many proctors are needed?***

One Proctor for every 15-20 computers

## ***3. How long will testing take?***

Test sessions are untimed; allow approximately 40-45 minutes per section

## ***4. Does testing have to be completed in one setting?***

Testing can occur over several days; use the Save and Finish Later feature

## ***5. What content areas are included?***

Reading Comprehension and Mathematics

# Test Administration Questions, continued....

## ***6. How many math sections will a student take?***

Each student will start with Arithmetic. If a student is proficient in all five domains, the student will also take the Elementary Algebra section.

## ***7. What are the dates of the statewide testing window?***

January 27 – March 28, 2014

## **8. Where do I find information about testing accommodations for students?**

Please refer to the 'At a Glance' document in your training materials.

# Test Administration

## There are two ways to administer ACCUPLACER:

1. Standard Test Administration – Recommended when testing less than 25 students at one time
2. Pre-registration Voucher Test Administration – Recommended when testing more than 25 students at one time

***Step-by-step instructions are included in the training materials.***



## ***Standard Test Administration***

# ***Test Administration: Standard***

- **Use Standard Test Administration Procedures when testing less than 25 students at one time**
- **Remember to run a system check on all computers prior to testing.**
  - Pop up blocker is the most common error.
  - System check requires logging on to each computer.
- **The *Save and Finish Later* feature**
  - Allows you to complete a test session over multiple days if needed.
  - Steps to use this feature are included in the 'How to Resume an Open Test Session' section of the 'At a Glance' document found in your training materials.

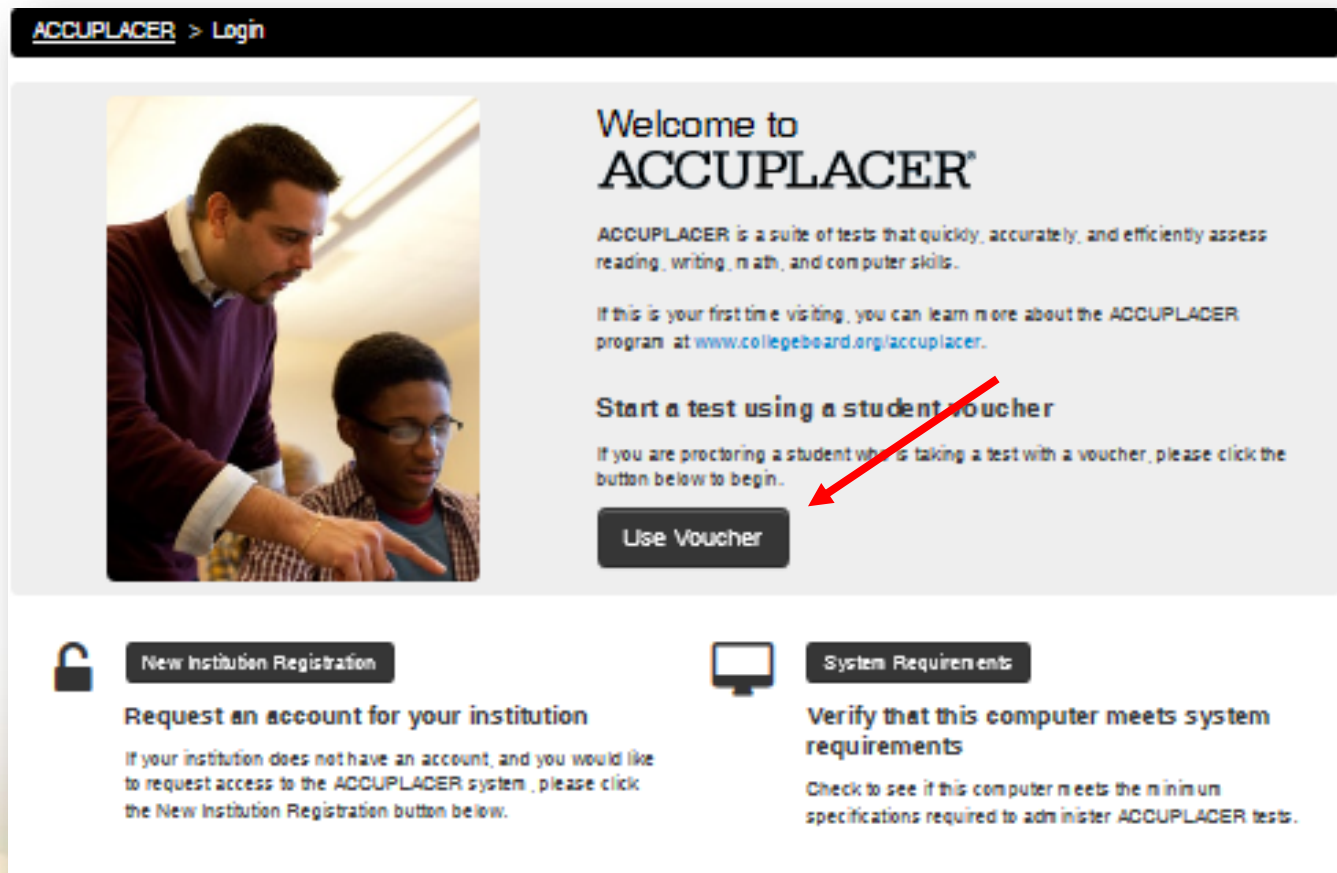


***Pre-registration  
Voucher  
Test Administration***



# Test Administration: Pre-registration Student Voucher


Direct students to the ACCUPLACER login screen,  
[www.accuplacer.org](http://www.accuplacer.org). Instruct them to click on **Use Voucher**.



The screenshot shows the ACCUPLACER login page. At the top, a black header bar contains the text "ACCUPLACER > Login". Below this, the page is divided into two main sections. On the left is a photograph of a male instructor in a maroon sweater pointing at a computer screen, with a male student in a plaid shirt and glasses looking on. On the right, the text reads "Welcome to ACCUPLACER®". Below this, it states: "ACCUPLACER is a suite of tests that quickly, accurately, and efficiently assess reading, writing, math, and computer skills." and "If this is your first time visiting, you can learn more about the ACCUPLACER program at [www.collegeboard.org/accuplacer](http://www.collegeboard.org/accuplacer)." The next section is titled "Start a test using a student voucher" and includes the instruction: "If you are proctoring a student who is taking a test with a voucher, please click the button below to begin." A red arrow points from this text to a dark grey button labeled "Use Voucher". At the bottom of the page, there are two columns of links. The left column has a padlock icon and the text "New Institution Registration" in a dark box, followed by "Request an account for your institution" and a paragraph: "If your institution does not have an account, and you would like to request access to the ACCUPLACER system, please click the New Institution Registration button below." The right column has a computer monitor icon and the text "System Requirements" in a dark box, followed by "Verify that this computer meets system requirements" and a paragraph: "Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests."

# Students Enter Information from Voucher

Instruct students to enter the Voucher Number, Last Name as it appears on their voucher, and their Date of Birth. Click **Submit** to continue.

**ACCUPLACER Test Voucher**

**Voucher:** 6H35Y11L

**Student ID:** 445111  
**First Name:** Albert  
**Last Name:** Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at [www.collegeboard.com/student/testing/accuplacer/](http://www.collegeboard.com/student/testing/accuplacer/).


To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

*This voucher expires thirty (30) days from the date of issuance.*

Message from the Institution

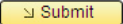
You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

**Administer Test - Voucher Screen**

 A test voucher is required to launch ACCUPLACER tests from this page. If you have been provided with a test voucher please enter the information exactly as it appears on the voucher. You will also be required to enter your birth date to validate your identity. If you are unable to proceed, please contact your test administrator to verify the voucher information.

\* Indicates required fields

Voucher Number	<input type="text" value="6h35y11l"/>
* Last Name	<input type="text" value="Adams"/>
* Date of Birth	<input type="text" value="Jan"/> <input type="text" value="5"/> <input type="text" value="1993"/>



- Student Information screen appears with all of the fields populated from the import file.
- Students can edit/change all fields **except:**
  - Last/First Name
  - Student ID
  - Birthdate

# Administer Test Through Voucher

Home > Administer Test


## Administer Test

Test Unit Balance for Site: 92 units remaining

- › [Administer New Test Session](#)  
Select a branching profile to administer a new test session
- › [Manage Open Test Sessions](#)  
Close or resume a test session that has been interrupted
- › [Manage Closed Test Sessions](#)  
Open a test session that has been closed so it can be resumed using the Manage Open Test Sessions feature
- › [Student ID Search](#)  
Generate a list of Student ID's
- › [View Active Test Sessions](#)  
View the status of active test sessions
- › [Voucher Generation](#)  
Generate Voucher for Student
- › [Search and Reprint Voucher](#)  
Generate Voucher for Student
- › [Administer Test Through Voucher](#)  
Access voucher tests to begin

**While students are entering their information,  
the Proctors log on to release test sessions.**

# Validate Voucher to Begin Test



What's New | Knowledge Base | System Requirements | Live Chat | Help | Logout

User ID: trainer  
User Role: Site Manager


HomeUsersTest SetupAdminister TestReportsResourcesOrder Tests

Home > Administer Test > Administer Test Through Voucher

Administer Test Through Voucher


Back

RefreshBegin Test

 Click on the Refresh to view update the contents.

1 to 1 out of 1 items

< Previous | Page: 1 | Next >

	Last Name	First Name	Voucher ID	New/Resume	Requested on
	Montognese	Kathie	L23447R7		01/06/2014 16:59:13

1 to 1 out of 1 items

< Previous | Page: 1 | Next >

Back

RefreshBegin Test

# ***Hands-on Activity: Start a Test***

## **1. Follow these steps to start a standard administration:**

- Log in with your Proctor credentials
- Click on Administer Test Tab
- Click on Administer New Test Session
- Select the Branching Profile
- Click on Submit
- Direct students to begin testing

## **2. Follow these steps to start a voucher administration:**

- Distribute vouchers to students
- Direct students to go to [www.accuplacer.org](http://www.accuplacer.org)
- Click on use Voucher
- Instruct students to enter
  - Last name
  - Date of birth
  - Voucher number
- Log in (Proctor)
- Click on Test Administration Tab
- Click on Administer Test through Voucher to release test
- Direct students to begin testing



## ***Reports***

# ***Report Types***

## ***1. Diagnostic Individual Student Score Report (ISR)***

A student's individual scores for Diagnostic sections

## ***2. Diagnostic Score Report Roster***

Scores for multiple students; displays scores for each domain

## ***3. Diagnostic Test Summary Report***






Provides percentages of students with scores in each proficiency range – useful for planning intervention strategies

# Student Diagnostic Score Report



## Diagnostic Test Results

### Diagnostic Arithmetic

Domain	Needs Improvement	Limited Proficiency	Proficient	Score
Computation with Integers and Fractions	Needs Improvement 			4
Your performance on Computation with Integers and Fractions suggests that you need to improve significantly in this area. These questions test your ability to add, subtract, multiply, and divide whole numbers and fractions, recognize equivalent fractions and mixed numbers, and take squares and square roots.				
Computation with Decimal Numbers	Needs Improvement 			3
Your performance on Computation with Decimal Numbers suggests that you need to improve significantly in this area. These questions test your ability to add, subtract, multiply, and divide decimal numbers, recognize equivalent fractions and decimal numbers, and take squares and square roots of decimal numbers.				
Problems Involving Percent	Needs Improvement 			4
Your performance on Problems Involving Percent suggests that you need to improve significantly in this area. These questions test your ability to recognize percent and decimal equivalences, find a percent of a number, find what percent one number is of another, find a number when a percent of it is known, and solve word problems involving percents.				
Estimation, Ordering, and Number Sense	Limited Proficiency 			9
Your performance on Estimation, Ordering, and Number Sense suggests that while you have some skill in this area there is room for improvement. These questions test your ability to estimate sums, differences, products, and quotients of fractions and mixed numbers; order fractions, decimals, and percents; round numbers, and solve problems involving the number line.				
Word Problems and Applications	Limited Proficiency 			9
Your performance on Word Problems and Applications suggests that while you have some skill in this area there is room for improvement. These questions test your ability to solve word problems involving rates, ratios, proportions, and fractional parts of a quantity; solve word problems involving measurement; and solve word problems involving averages, graphs and tables.				

Diagnostic Score Range: 1-15



# Diagnostic Test Score Roster Report

Diagnostic Test Score Roster Report (Elm Algebra)						
First Name	Test Date	EA - Real Numbers	EA - Linear Equat	EA - Quad. Exp. & Equat.	EA - Alg. Exp. & Equat.	EA - Word Prob
Simon	10/13/2010	5	3	4	1	4
alexjander	11/10/2010	4	4	4	10	1
Ayan	10/13/2010	3	4	4	3	1
Terrace	10/13/2010	5	4	3	1	1
Andrew	10/13/2010	11	9	4	1	12
Catherine	10/13/2010	4	6	4	4	4
Samuel	10/13/2010	6	5	3	4	11
Anna	10/13/2010	10	3	1	4	10
Soly	10/13/2010	9	4	6	1	6
Nathaniel	10/13/2010	4	8	3	3	1
Karlee	10/13/2010	9	10	4	6	7
Bee	10/13/2010	4	2	4	4	5
Jordan	10/18/2010	4	9	3	6	11
thien	10/18/2010	4	4	7	4	3
Derek	10/13/2010	8	10	3	3	8
Andrai	10/18/2010	2	3	1	4	10
Michael	10/13/2010	10	5	3	4	4

# Diagnostic Test Summary Reports

## Diagnostic Test Summary Report Search Results

[← Back](#)[Modify Your Search Criteria](#)[Print](#)

Values for category percentages are rounded and may not total to 100%.

The Diagnostic Summary Report may not include Branching Profiles that were completed in the last 24 hours.

**School Name**

Minnesota State Colleges and Universities

**Creation Time**

2011-08-24 19:34 CDT

**Test Date Limit**

From : 2010-10-11

To : 2010-11-19

Export Options: [Delimited Text](#) | [CSV](#) | [Excel](#) | [XML](#)

1 to 5 out of 5 items

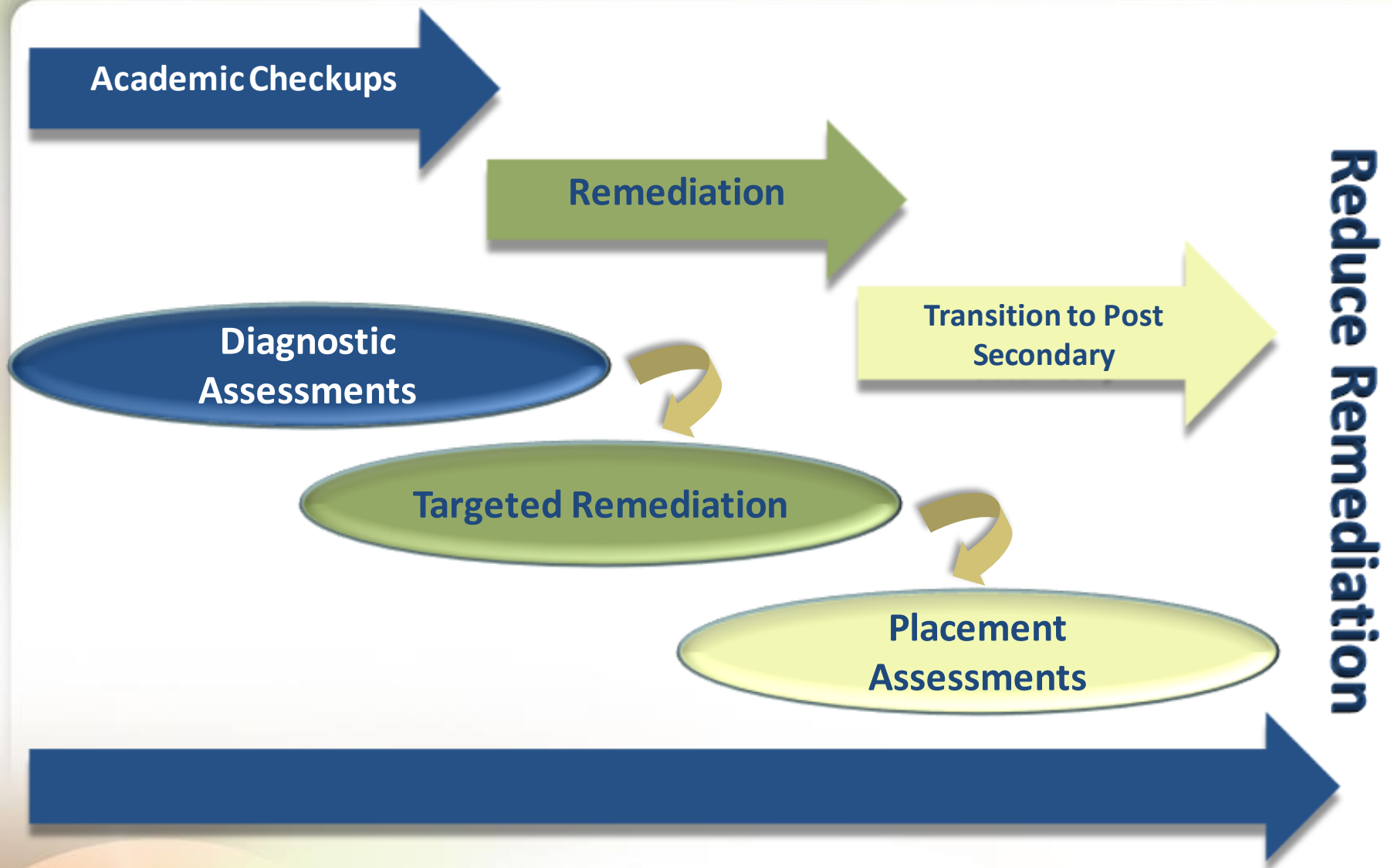
< Previous | Page: 1 | Next >

Test Name	Domain	Needs Improvement	Limited Proficiency	Proficient	Mean Score	Standard Deviation	Total Students
Diagnostic Elementary Algebra	Real Numbers	47%	37%	16%	5.86	2.83	43
Diagnostic Elementary Algebra	Linear Equations, Inequalities, and Systems	37%	47%	16%	6.19	3.03	43
Diagnostic Elementary Algebra	Quadratic Expressions and Equations	74%	26%	0%	3.93	1.59	43
Diagnostic Elementary Algebra	Algebraic Expressions and Equations	81%	16%	2%	3.72	2.04	43
Diagnostic Elementary Algebra	Word Problems and Applications	51%	26%	23%	5.49	3.38	43



## ***Interpreting Test Results***

# *Transitions to Success*



# ***Interpreting Individual Student Results***

The College Planner document is:

- designed to assist with interpreting results to students and parents.
- useful for creating individual remediation plans for students.

***Additional guidance is provided in your training materials.***



## ***Additional Training Opportunities***

# *Training Webinars:*

## *Additional Options to Assist You*

Date	Time	Topic
January 28, 2014 Tuesday	9:00 A.M. – 11:00 A.M. EST	Full Training <ul style="list-style-type: none"><li>• IDOE program overview</li><li>• Adding users</li><li>• Test Administration</li></ul>
January 30, 2014 Thursday	1:00 P.M. – 3:00 P.M. EST	Full Training <ul style="list-style-type: none"><li>• IDOE program overview</li><li>• Adding Users</li><li>• Test Administration</li></ul>
February 4, 2014 Tuesday	9:00 A.M. – 10:30 A.M. EST	Test Administration – Standard and Pre- registration
February 6, 2014 Thursday	1:00 P.M. – 2:30 P.M. EST	Test Administration – Standard and Pre- registration

## ***Training Webinars:***

### ***Additional Options to Assist You (continued)***

<b>Date</b>	<b>Time</b>	<b>Topic</b>
February 10, 2014 Monday	9:00 A.M. – 10:30 A.M. EST	ACCUPLACER Reports and Interpreting Test Results
February 11, 2014 Tuesday	9:00 P.M. – 10:30 A.M. EST	ACCUPLACER My Foundations Lab - intervention software
February 12, 2014 Wednesday	1:00 P.M. – 2:30 P.M. EST	ACCUPLACER Reports and Interpreting Test Results
February 13, 2014 Thursday	1:00 P.M. – 2:30 P.M. EST	ACCUPLACER My Foundations Lab - intervention software



# ***Registration Link for Training Webinars***

**IDOE ACCUPLACER Webinar Trainings**



***QUESTIONS***  
***THANK YOU!***